

NOTICE OF PUBLIC MEETING

ARIZONA BOARD OF FINGERPRINTING

Pursuant to Arizona Revised Statutes (A.R.S.) 38-431.02., notice is hereby given to the members of the Arizona Board of Fingerprinting and to the general public that the Board will hold a meeting open to the public as specified below. The Board reserves the right to change the order of items on the agenda.

Pursuant to A.R.S. 38-431.01.A.2. and A.3., the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on this agenda or to review records exempt by law from public inspection.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter by contacting Sally Loveland at (602) 223-2800. Requests should be made as early as possible to allow time to arrange the accommodation.

DATED AND POSTED this 12 day of July, 2002.

Arizona Board of Fingerprinting

By Sally A. Loveland
Sally A. Loveland
(602) 223-2800

AGENDA

ARIZONA BOARD OF FINGERPRINTING

Wednesday, July 17, 2002

9:00 a.m.

Arizona Board of Fingerprinting
2222 West Encanto Blvd., Suite #350
Phoenix, Arizona 85009

PERSON
RESPONSIBLE

ROLL CALL

I. MINUTES

A. ~~Business Meeting Minutes~~
~~Of April 17, 2002~~

Ms. Loveland

- B. ~~Business Meeting Minutes
Of May 15, 2002~~ Ms. Loveland
- C. ~~Business Meeting Minutes
Of May 16, 2002~~ Ms. Loveland
- D. ~~Business Meeting Minutes
June 19, 2002~~ Ms. Loveland

II. BUSINESS REPORTS

- A. Chair's Report Mr. LeHew
- B. FY 2002 Budget Quarterly Report Ms. Loveland
- C. FY 2002 Strategic Plan Quarterly Report Ms. Loveland

III. GENERAL SESSION

- A. Letter of Reference Standard Ms. Dils
- B. Contingency Plan for Transfer of Board Responsibilities Mr. LeHew
- C. FY 2003-2005 Strategic Plan Update Ms. Loveland

IV. CALL TO PUBLIC

Consideration and discussion of comments and complaints from the public. Those wishing to address the Board need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

V. ADJOURNMENT

BOARD OF FINGERPRINTING
Quarterly Budget Report
for the quarter ending June 30, 2002

7/12/02

STARTING BALANCE

\$

-

\$

179,800.00

Adjusted Balance* =

\$

179,800.00

Personal Services	\$ 107,023.00
ERE	\$ 19,352.00
Professional/Outside Services	\$ 5,072.00
In-State Travel	\$ -
Out-of-State Travel	\$ -
Other Operating	\$ 23,886.00
Non Capital Equipment	\$ 10,047.00
Capital Equipment	<u>\$ 10,151.00</u>
Sub Total =	\$ 175,531.00

REMAINING BALANCE = \$ 4,269.00

* Funding Sources:

Regular Appropriations	\$ 61,900.00
Appropriated fr/ACCT	\$ 35,900.00
Extra Div for Happy 8764?	\$ -
Extra from ACCT	\$ 7,000.00
Extra from DPS	<u>\$ 75,000.00</u>
Total Funding	\$ 179,800.00

ARIZONA DEPARTMENT OF PUBLIC SAFETY

INTEROFFICE MEMORANDUM



DENNIS A. GARRETT
DIRECTOR

DATE: July 16, 2002

TO: Lt. Colonel David A. Felix, Assistant Director, Criminal Justice Support Division

FROM: Sally A. Loveland, Director, Board of Fingerprinting

SUBJECT: **FOURTH QUARTER STRATEGIC PLAN PROGRESS REPORT-FY 2002**

FOR: ☒ action ☐ decision ☒ information ☐ signature

Enclosed is a copy of the Board's progress report for the fourth quarter period of fiscal year 2002. This information is provided for inclusion in the Department's strategic plan progress report to the Governor.

If you would like additional information, please contact me at extension 2809.

Enclosure



STRATEGIC PLAN PROGRESS REPORT

Begin a new P or each budget program/sub-program goal. Complete the head only on Page 1 for each goal. Sequentially number continuation pages for each goal.

DATE 7/17/02

FY: 2002 QTR: 4 PROGRAM / SUB-PROGRAM Fingerprint Identification Bureau/Arizona Board of Fingerprinting

GOAL: 1. To develop and implement fair standards, rules, policies and procedures for approving good cause exceptions.

NO.	MEASURABLE OBJECTIVE	*STATUS	PERFORMANCE MEASURE	TARGETED PER.	ACTUAL PER.	REMARKS
1.	Initiate the rule making process for the Board of Fingerprinting by July 30, 2002.	CP	Docket filed	6/30/2002	7/17/2001	
2.	At least quarterly, schedule open meetings with affected agencies and other interested parties to review and discuss proposed rules and policies.	AS	Number of meetings held	3	9	
3.	On an ongoing basis, continue to meet with agencies and other interested parties regarding Board policies, procedures and actions.	OS	Number of agencies, stakeholders attending meetings	10	62	

*Status Codes: OS = On Schedule

AS=Ahead of Schedule

BS=Behind Schedule

CP=Completed

CA=Cancelled

DPS 802-04145 New 7/96

ARIZONA DEPARTMENT OF PUBLIC SAFETY
STRATEGIC PLAN PROGRESS REPORT

Begin a new Page 1 for each budget program/sub-program goal. Complete the header information only on Page 1 for each goal. Sequentially number continuation pages for each goal.

Page 2 of 2

DATE 7/17/02

PROGRAM / SUB-PROGRAM Fingerprint Identification Bureau/Arizona Board of Fingerprinting

FY: 2002 QTR: 4

GOAL: II. To provide applicants with timely decisions on their good cause exception appeals.

NO.	MEASURABLE OBJECTIVE	*STATUS	PERFORMANCE MEASURE	TARGETED PERF.	ACTUAL PERF.	REMARKS
1.	By June 30, 2002, hold the average turnaround time from receipt of application to decision/hearing to 90 days for good cause exception decisions and 365 days for good cause exception hearings.	AS	Number of good cause exception decisions/hearings requests received	1975	2104	
		AS	Number of good cause exception appeals decided/heard	96 / 144	632 / 243	The Board implemented several changes in operating procedures to streamline the appeal process and to increase the number of appeals that can be heard on an expedited basis. Partially as a result of these changes, more expedited appeals could be decided.
		AS	Average number of days from receipt of application package to decision/hearing	90 / 365	60 / 270	
2.	On an ongoing basis, review the Board requirements of appellants who desire good cause exceptions to ensure that each continues to be reasonable, essential, and relevant for the Board decision-making process.	AS	Review performed	1	2	
		BS	Compare with other states or comparable programs	AZ/Other states/programs	0	All efforts have been focused on eliminating the backlog of appeals and no other states have been contacted this quarter.
3.	By June 30, 2002, develop a restricted web site to enable the Board to review appeal information online.	CA	Web site developed	Complete	New target date: FY2003	The Board did not receive required funding for the web site and this objective has been delayed until FY 2003.

*Status Codes: OS = On Schedule AS=Ahead of Schedule BS=Behind Schedule CP=Completed CA=Cancelled DPS 802-04145 New 7/96

AGENDA ITEM NO. III. A.

BOARD OF FINGERPRINTING MEETING DATE: July 17, 2002

SUBJECT: Consideration of Subcommittee's Recommendations for Standardized Letter of Approval Format

SUBMITTED BY: Ms. Dils

BACKGROUND INFORMATION:

The Board periodically reviews its procedures and requirements for good cause exception appeals. The current processes were reviewed by agency representatives and felt they were not too strict or too lenient. Nevertheless, because of our huge backlog, the subcommittee was tasked with reviewing our procedures to determine if changes could be made while still ensuring effective determination of good cause.

As part of the revised criteria, the subcommittee agreed to create a standardized letter of reference. Attached is a draft copy of the proposed standard.

* better today - change instructions
Change requirements to need 2 reference forms

Cyndy-

①

motion to accept
S-D

1) letter as is
2) require 2 for applicants
3) preference from prev or current employee

BOARD ACTION REQUESTED:
below)

INFORMATION ☒

ACTION ☒ (described

Approve form as submitted; revise; or eliminate need for reference letters with appeal packages.

②

motion not to require retention
S-D

ATTACHMENTS:

YES ☒

NO ☐

Applicant Letter of Reference
Part of the
Good Cause Exception Application

TO: Arizona Board of Fingerprinting
Mail Code 3900
P O Box 6638
Phoenix, Arizona 85005-6638

DRAFT

NOTE: Please Supply ALL Requested Information

1. Letter of Reference for: _____
Case No: _____
2. Written by: Name: _____
Address: _____
Phone: _____
3. Date Written: _____
4. Are you aware that the individual requesting this letter has been denied a fingerprint clearance by the Arizona Department of Public Safety? Yes ___ No ___
5. Are you aware that this letter of reference will be used as part of the appeal of the denial? Yes _____ No _____
6. Has this individual informed you of the reason(s) for that denial? Yes ___ No ___
7. How long have you been acquainted with this individual? ___ Years ___ Months
8. Do you know this individual a) personally _____, b) professionally _____, c) both _____?
9. Would you personally recommend that this individual be granted a fingerprint clearance card? Yes _____ No _____ Undecided _____
10. This section is to be used to record your personal statements concerning this individual.

Signed _____ Date _____

AGENDA ITEM NO. III. B.

BOARD OF FINGERPRINTING MEETING DATE: July 17, 2002

SUBJECT: Review of Contingency Plans for Transfer of Board Staff Responsibilities

SUBMITTED BY: Mr. LeHew

BACKGROUND INFORMATION:

The Board has been under-funded since its inception. With the financial difficulties facing the state, it appears unlikely that the Legislature will appropriate adequate funding for the Board in FY2003. Legislation was proposed to authorize the Board to establish a fee to support Board operations, to authorize the Department of Public Safety to collect the fee during the clearance card application process and deposit the funds into the Board of Fingerprinting Fund, and to make the fund exempt from the provisions of Section 35-190 relating to lapsing appropriations. To date, no bill has been amended to include these legislative changes.

Contingency plans must be developed regarding what to do with the approximately 2,000 appeals that will be left unheard when the Board runs out of operating funds. Attached are issues that must be addressed before transfer of operations, as well as a projected timeline for budget expenditures.

BOARD ACTION REQUESTED:
below)

INFORMATION ☒

ACTION ☒ (described

Develop contingency plans for completing unheard appeals.

ATTACHMENTS:

YES ☒

NO ☐

QUESTIONS THAT NEED TO BE ADDRESSED:

1. Where will the closed files be stored?
2. If at LAPR, who will pay storage fees?
3. Review retention schedule to determine possible revision or reduction in retention period.
4. How to transfer BOF computer program to separate agencies:
 1. Cheapest, most efficient method would be web site that each agency could access for their individual cases and all could review BOF status. Comp Ware estimate approximately \$60,000.
 2. Split up database five ways and each agency would only be able to see the applicants that apply to them.
 - Each would need their own support contract :
 - Would take approximately 80 to 120 hours @ \$65/hr for each agency. (\$26,000 - \$39,000)
 3. Either way, each agency would have to have computers to connect to DPS and meet the security guidelines and criteria of DPS.
 4. Decisions would have to be made regarding applicants who checked multiple agencies as to which agency would import data and process and approve appeal. (One reason why web site may be better.)
5. All of the Board's work has only made a slight difference in reducing the hearing dates. We are now scheduling for October 2003 instead of March 2004. When all mail is reviewed, will probably be back up to 2004.
6. If we fire employees as of October or November, the five agencies could front the money to transfer the computer system, then be reimbursed by DPS as the quarterly Board allotments are deposited. (Reimbursements would be up to amount of Board allocations.)
7. The only real item that is owned by the Board is the computer database. However, there are ongoing maintenance costs and will most definitely be modification charges.
8. It will take time to start separating and transferring files by agency.
9. I must provide my employee and agency with sufficient time to find new jobs displaced employees.

ask
to release
JL
BO
Jung

AGENDA ITEM NO. III. C.

BOARD OF FINGERPRINTING MEETING DATE: July 17, 2002

SUBJECT: Consideration of FY 2003-2005 Strategic Plan for submission to Governor's Office

SUBMITTED BY: Ms. Loveland

BACKGROUND INFORMATION:

The Board is required to prepare and submit a three-year strategic plan to the Governor's office by August 2002. The plan goals and objectives were developed predicated on the Board obtaining full funding for its operations.

The three-year plan includes a mission statement, goals and objectives, and performance measures that the Board hopes to attain each year. Plan emphasis is on providing timely decisions on good cause exception appeals and developing fair standards, rules, policies and procedures for Board activities.

*Craig
fig
S. O. adapt
mand*

BOARD ACTION REQUESTED:
below)

INFORMATION ☐

ACTION ☒ (described

Approve the Board's three-year strategic plan for submission to the Governor's Office.

ATTACHMENTS:

YES ☒

NO ☒

**ARIZONA BOARD OF FINGERPRINTING
FY2003-2005 STRATEGIC PLAN**

Subprogram Mission:

To fairly, expeditiously and responsibly determine good cause exceptions for applicants who have been denied a fingerprint clearance card, or who have been denied approval to work in a residential care facility, a nursing care institution or a home health agency.

Subprogram Description:

The Arizona Board of Fingerprinting reviews requests for good cause exceptions from eligible people who require a fingerprint clearance card and who have been denied clearance by the Department of Public Safety. The Board also reviews requests for good cause exceptions from eligible personnel who have been denied approval by the Department of Public Safety and wish to work in a residential care facility, a nursing care institution or a home health agency.

Subprogram Goal Summary:

- Goal 1: To develop and implement fair standards, rules, policies and procedures for approving good cause exceptions.
- Goal 2: To provide applicants with timely decisions on their good cause exception appeals.

Subprogram Goals, Objectives and Performance Measures:

- ◆ GOAL I: TO DEVELOP AND IMPLEMENT FAIR STANDARDS, RULES, POLICIES, AND PROCEDURES FOR APPROVING GOOD CAUSE EXCEPTIONS.

Objective 1:

- Initiate the rule making process for the Board of Fingerprinting by July 30, 2003.
- Complete the rule making process by June 30, 2004.
- On an ongoing basis, continue to review existing rules for relevance, consistency and fairness.

<u>Type</u>	<u>Performance Measures</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>	<u>FY 2005 Expected</u>
Output	Docket re-filed	n/a	Yes	n/a	n/a
Efficiency	GRRC deadlines met	n/a	n/a	Yes	n/a
Output	Number of rules reviewed	n/a	n/a	n/a	All

Objective 2:

- At least quarterly, schedule open meetings with affected agencies and other interested parties to review and discuss proposed rules and policies.
- By June 30, 2004, regularly participate in user group meetings to ensure that Board policies, procedures and operations meet agency expectations and needs.
- On an ongoing basis, continue to meet with agencies and other interested parties regarding Board policies, procedures and actions.

<u>Type</u>	<u>Performance Measures</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>	<u>FY 2005 Expected</u>
Output	Number of meetings held	9	10	10	TBD
Output	Number of agencies, stakeholders attending meetings.	62	50	50+	50+

◆ GOAL II: TO PROVIDE APPLICANTS WITH TIMELY DECISIONS ON THEIR GOOD CAUSE EXCEPTION APPEALS.

Objective 1:

- By June 30, 2003, hold the average turn-around time from receipt of application to decision/hearing to 90 days for good cause exception decisions and 365 days for good cause exception hearings.
- By June 30, 2004, reduce the average turn-around time from receipt of application to decision/hearing to 25 days for good cause exception decisions and 60 days for good cause exception hearings.

- By June 30, 2005, reduce the average turn-around time from receipt of application to decision/hearing to 20 days for good cause exception decisions and 45 days for good cause exception hearings.

<u>Type</u>	<u>Performance Measures</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>	<u>FY 2005 Expected</u>
Input	Number of good cause exception requests	2104	1975	1975	TBD
Output	Number of good cause exception appeals decided/heard*	538 decided 243 heard 580 Total	96 decided 144 heard 240 Total	630 decided 900 heard 1,530 Total	TBD
Efficiency	Days from receipt of application package to decision/hearing*	25 /decision 185 to hearing	90 /decision 365 to hearing	90 /decision 60 to hearing	20 /decision 45/hearing

* Decisions = Applicant not present; Hearings = Applicant present

Objective 2:

- On an ongoing basis, review the Board requirements of appellants who desire good cause exceptions to ensure that each continues to be reasonable, essential, and relevant for the Board decision-making process.

<u>Type</u>	<u>Performance Measures</u>	<u>FY 2001 Actual</u>	<u>FY 2002 Expected</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>
Output	Review performed	4	1	1	1
Benchmark	Compare with other States or comparable programs	0	AZ/Other states/prgms	AZ/Other states/prgms	AZ/Other states/prgms

Objective 3:

- By June 30, 2004, develop a restricted web site to enable the Board to review appeal information online.
- By June 30, 2005, complete the automation of the appeal process by connecting the restricted Board web site with the DPS ACCTRAK telephone system.

<u>FY 2001 Type</u>	<u>FY 2002 Performance Measures</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>	<u>FY 2005 Expected</u>
Output	Web Site developed	n/a	n/a	100%	n/a
Output	Web site connected to DPS ACCTRAK	n/a.	n/a	n/a.	100%
Outcome	Board appeal/completion turn-around targets met	No	yes/no	yes/no	yes/no

Objective 4:

- By June 30, 2003, successfully identify alternative sources to adequately fund Board operations to ensure due process for applicants and continuity of service.
- On an ongoing basis, continue to meet with legislators and others to discuss Board funding needs and potential resources.

<u>Type</u>	<u>Performance Measures</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>	<u>FY 2005 Expected</u>
Outcome	Funding Source Identified	N/A	yes/no	yes/no	yes/no
Output	Meet with legislators and others	0	3	TBD	TBD

Resource Assumptions:

The Board was under funded in fiscal years 2000, 2001, and 2002. The Department of Public Safety provided the additional monies required for the Board's start up costs, needed personnel and basic day-to-day operating expenses in fiscal year 2000 and filled the funding gaps again in fiscal years 2001 and 2002. Nevertheless, at the present time, the Board has insufficient monies to fund staff through the end of FY 2003.

The Board was once again able to delay compliance with the State's Rulemaking procedures this year, but no more delays will be possible. The process is lengthy, costly and time-consuming, and the total cost is inestimable at this time.

The Board must become self-sufficient in personnel and funding in the future. The goals, objectives and performance targets identified in this plan are based on actual budget expectations for FY 2002, but are predicated on the Board obtaining full funding in future years.

Financial and FTE Position Information:

Source	(Thousands)			
	FY 2002 \$ Actual	FY 2003 \$ Estimate	FY 2004 \$ Request	FY 2005 \$ Request
General Fund (match)	61.9	65.0	0.0	0.0
Other Appropriated Funds Agency Fees	35.9	35.9	0.0	0.0
Other Non-Appropriated Funds (DPS)	77.7	0.0	0.0	0.0
Fee/Fine for Board operations	0.0	0.0	331.7	331.7
State Lottery	0.0	0.0	0.0	0.0
Liquor Tax	0.0	0.0	0.0	0.0
Foundation	0.0	0.0	0.0	0.0
Private Donations	0.0	0.0	0.0	0.0
Federal Funds Match (50%)	0.0	0.0	0.0	0.0
CAP	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total Funds	175.5	100.9	331.7	331.7
	<u>FY 2002 Actual</u>	<u>FY 2003 Estimated</u>	<u>FY 2004 Request</u>	<u>FY 2005 Authorized</u>
FTE Positions	3.0	2.0	5.0	5.0

Identified Options

1. Status Quo - operate under normal Conditions until money depleted and wait until next fiscal year
- * 2. Extract \$^{5.00}~~10.00~~ from fees paid to DPS (\$46.00 fee) to support the Board or Require DPS to continue to supplant ^{Board} function
- * 3. Appropriate additional money to fully fund Board
4. ~~Request~~ Direct denials and suspensions (actions on applicants or cards) to the appropriate agency
5. Revert back to system where agencies handle all their own license requirements (no fingerprint cards, no DPS or Board involvement)
- * 6. Access ~~general~~ general funds currently being generated through fines ~~for~~ ~~lack of contract compliance~~ or penalties

7. Bake sales, car washes ^{and/} or a thrift shop.

Immediate Consequences

1. Money will be depleted during the 2nd Quarter of FY 03. Board office, Staff and ~~Board~~ will cease operations ^{immediately} and there will be no ~~process~~ avenue for processing of good cause exceptions. State is at Risk (liability) for those who have filed for appeal.

May be temp.

2. Requires legislative change for dispersement of fees. allows current process for appeals to continue as is. - will also delay DPS process - liability issues for State/agencies.

May be temp.

3. Requires legislative appropriation.
(Special Session)

4. Need to ^{establish} ~~set~~ process for each agency.
~~Requires training in DPS system.~~
Requires ~~funding~~ ^{evaluation} to modify computer systems and feasibility of such modifications and costs for each agency.

5. Requires legislation to give authority back to agencies

6. May not be available - depletes amounts from general fund

7. None identified.

BOARD OF FINGERPRINTING
Budget Estimate for Fiscal Year 2002/2003

7/16/02

Personal Services	(5 FTE's)	\$	205,500.00
ERE		\$	40,000.00
Professional/Outside Services		\$	2,900.00
In-State Travel		\$	500.00
Out-of-State Travel		\$	-
Other Operating		\$	75,600.00
Capital Equipment		\$	<u>-</u>
TOTAL		\$	324,500.00

BOARD OF FINGERPRINTING PRELIMINARY BUDGET FOR FY2003

07/16/02

SALARY AND ERE:

CLASS TITLE	# OF POSITIONS	SALARY	TOTAL SALARY	ERE	SALARY/ERE TOTAL
ASO SUPERVISOR	1	\$51,440.00	\$51,440.00	\$10,288.00	\$61,728.00
ADMIN ASST I	1	\$29,372.00	\$29,372.00	\$5,874.40	\$35,246.40
ADMIN ASST III	3	\$36,887.00	\$110,661.00	\$22,132.20	\$132,793.20
SECRETARY	1	\$0.00	\$0.00	\$0.00	\$0.00
OVERTIME	1	\$14,000.00	\$14,000.00	\$1,750.00	\$15,750.00
TOTAL	5		\$205,473.00	\$40,044.60	\$245,517.60

PROF. SRVS.:

	#	COST EACH	SUB-TOTAL	TAX	TOTAL
TRANSCRIPTION (\$240 PER PAGE)	1	\$240.00	\$240.00	\$0.00	\$240.00
INTERPRETER (\$52 PER HOUR)	12	\$52.00	\$624.00	\$0.00	\$624.00
COMPUWARE SUP	1	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
WEB SITE DEV##	1	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	1		\$2,864.00	\$0.00	\$2,864.00

TRAVEL:

IN-STATE	\$500.00	\$500.00	\$0.00	\$500.00
OUT-OF-STATE	\$0.00	\$0.00	\$0.00	\$0.00
		\$500.00	\$0.00	\$500.00

FACILITIES:

	#	COST EACH	SUB-TOTAL	TAX	TOTAL
	#	PER SQ FT	ANNUAL	ONST. COSTS	TOTAL
LEASE #1 WEST	1220	\$11.50	\$14,030.00	\$0.00	\$14,030.00
			\$14,030.00	\$0.00	\$14,030.00

OTHER OPERATING EXPENSES:

	#	COST EACH	SUB-TOTAL	TAX	TOTAL
RISK MANAGEMEN	1	\$ 4,700.00	\$4,700.00	\$ -	\$4,700.00
TELEPHONE/FAX*	5	\$600.00	\$3,000.00	\$243.00	\$3,243.00
LARGE ENVELOPE	5	\$48.35	\$241.75	\$19.58	\$261.33
SMALL ENVELOPE	10	\$96.45	\$964.50	\$78.12	\$1,042.62
COPIER PAPER	350	\$2.08	\$728.00	\$58.97	\$786.97
LETTERHEAD	96	\$1.66	\$159.36	\$12.91	\$172.27
MAILING LABELS	66	\$13.00	\$858.00	\$69.50	\$927.50

LETTERHEAD	12000	\$0.05	\$600.00	\$48.60	\$648.60
YELLOW PAPER	195	\$2.52	\$491.40	\$39.80	\$531.20
DIVIDERS	1975	\$2.19	\$4,325.25	\$350.35	\$4,675.60
CERT MAIL (3.20 X	1975	\$3.94	\$7,781.50	\$630.30	\$8,411.80
POSTAGE (MTGS)	20	\$0.00	\$0.00	\$0.00	\$0.00
POSTAGE-REG	3950	\$0.36	\$1,422.00	\$0.00	\$1,422.00
GRRC ADD'L ***	1	\$500.00	\$500.00	\$0.00	\$500.00
MICRO CASSETTE	300	\$1.50	\$450.00	\$36.45	\$486.45
MTG FOLDERS	28	\$1.75	\$49.00	\$3.45	\$52.45
HRG FOLDERS 25	79	\$24.00	\$1,896.00	\$153.58	\$2,049.58
DIGITAL PAGERS	1	\$30.00	\$30.00	\$2.43	\$32.43
FAX TONER CART	4	\$107.00	\$428.00	\$34.67	\$462.67
TRAINING CLASSE	7	\$300.00	\$2,100.00	\$170.10	\$2,270.10
COPIER TONER @	4	\$468.00	\$1,872.00	\$151.63	\$2,023.63
LASER JET TONER	9	\$84.00	\$756.00	\$61.24	\$817.24
BIZCARD PRINTIN	1	\$50.00	\$50.00	\$0.00	\$50.00
COPIER*	1	\$0.00	\$0.00	\$0.00	\$0.00
FILE CABINET*	1	\$0.00	\$0.00	\$0.00	\$0.00
FAX MACHINE*	1	\$0.00	\$0.00	\$0.00	\$0.00
CHAIR*	2	\$400.00	\$800.00	\$64.80	\$864.80
P/C, PRINTER/SOF	2	\$3,800.00	\$7,600.00	\$653.60	\$8,253.60
STORAGE CAB*	0	\$200.00	\$0.00	\$0.00	\$0.00
WORK CUBICLE*	2	\$3,500.00	\$7,000.00	\$567.00	\$7,567.00
OTHER OPERATIN	1	\$9,400.00	\$9,400.00	\$0.00	\$9,400.00
			\$53,502.76	\$3,450.08	\$61,652.84

TOTAL

\$324,564.44

All costs are figured at 1975 appeals per year from all sources.

*** Estimated costs to comply with the Rulemaking process: includes paper, postage, etc.

ACTUAL EXPENDITURES FOR FY 2002

7/16/02

	BUDGETED	EXPENDED	BALANCE
	(revised)		
Personal Services (3.0 FTEs)	\$ 191,473.00	\$ 3,108.15	\$ 188,364.85
6011 17510 Sally	\$ 51,440.00	\$ 1,978.46	\$ 49,461.54
6011 17530 Gloria	\$ 29,372.00	\$ 1,129.69	\$ 28,242.31
6011 50200 New	\$ 36,887.00	\$ -	\$ 36,887.00
6011 50200 New	\$ 36,887.00	\$ -	\$ 36,887.00
6011 50200 New	\$ 36,887.00	\$ -	\$ 36,887.00
6031 50200 O/T Help	\$ -	\$ -	\$ -
6032 50200 O/T Help	\$ -	\$ -	\$ -
6011 50200 O/T Help	\$ -	\$ -	\$ -
ERE	\$ 40,043.00	\$ 610.00	\$ 39,433.00
6100 17510 Sally	\$ 10,288.00	\$ 357.00	\$ 9,931.00
6100 17530 Gloria	\$ 5,874.00	\$ 253.00	\$ 5,621.00
6100 50200 New	\$ 7,377.00	\$ -	\$ 7,377.00
6100 50200 New	\$ 7,377.00	\$ -	\$ 7,377.00
6100 50200 New	\$ 7,377.00	\$ -	\$ 7,377.00
6100 50200 O/T Help	\$ 1,750.00	\$ -	\$ 1,750.00
6100 50200 O/T Help	\$ -	\$ -	\$ -
6100 50200 O/T Help	\$ -	\$ -	\$ -
Professional/Outside Services	\$ 2,500.00	\$ 1,300.00	\$ 1,200.00
6299 50200 Interpreter	\$ 500.00	\$ 300.00	\$ 200.00
6299 50200 Compuware	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
In-State Travel	\$ -	\$ -	\$ -
50200	\$ -	\$ -	\$ -
Out-of-State Travel	\$ -	\$ -	\$ -
50200	\$ -	\$ -	\$ -
Other Operating	\$ 20,130.00	\$ 13,115.00	\$ 7,015.00
7111 50200 Risk Mgmt	\$ 5,100.00	\$ 5,100.00	\$ -
7229 50200 Lease@(\$14030)	\$ 14,030.00	\$ 7,015.00	\$ 7,015.00
7266 50200 Copier Maint.	\$ 500.00	\$ 500.00	\$ -
7472 50200 Small envelopes	\$ -	\$ -	\$ -
50200 all postage	\$ -	\$ -	\$ -
7321 50200 Boise open acct	\$ 500.00	\$ 500.00	\$ -
50200 dps other oper	\$ -	\$ -	\$ -
50200 LAFR Boxes	\$ -	\$ -	\$ -
Non Capital Equipment	\$ -	\$ -	\$ -
8521 50200 chairs	\$ -	\$ -	\$ -
8571 50200 file cabinets	\$ -	\$ -	\$ -
8521 50200 syst fum panels	\$ -	\$ -	\$ -
8521 50200 chairs (8)	\$ -	\$ -	\$ -
Capital Equipment	\$ -	\$ -	\$ -
TOT \$	254,146.00	\$ 18,133.15	\$ 236,012.85
OVERUNDER		\$ (153,246.00)	
Realized items available from dps supply			
Regular Approp	\$ 65,000.00		
approp from ADCT	\$ 35,900.00		
Extra from DPS	\$ -		
	\$ 100,900.00		

I have not paid for any
supply costs such as
- Copier paper
- postage
- etc

Applicant Letter of Reference
Part of the
Good Cause Exception Application

TO: Arizona Board of Fingerprinting
Mail Code 3900
P O Box 6638
Phoenix, Arizona 85005-6638

NOTE: Please Supply ALL Requested Information

1. Letter of Reference for: _____
Case No: _____
2. Written by: Name: _____
Address: _____
Phone: _____
3. Date Written: _____
4. Are you aware that the individual requesting this letter has been denied a fingerprint clearance by the Arizona Department of Public Safety? Yes ___ No ___
5. Are you aware that this letter of reference will be used as part of the appeal of the denial? Yes _____ No _____
6. Has this individual informed you of the reason(s) for that denial? Yes ___ No ___
7. How long have you been acquainted with this individual? ___ Years ___ Months
8. Do you know this individual a) personally _____, b) professionally _____, c) both _____?
9. Would you personally recommend that this individual be granted a fingerprint clearance card? Yes _____ No _____ Undecided _____
10. This section is to be used to record your personal statements concerning this individual.

Signed _____ Date _____

**ARIZONA BOARD OF FINGERPRINTING
FY2003-2005 STRATEGIC PLAN**

Subprogram Mission:

To fairly, expeditiously and responsibly determine good cause exceptions for applicants who have been denied a fingerprint clearance card, or who have been denied approval to work in a residential care facility, a nursing care institution or a home health agency.

Subprogram Description:

The Arizona Board of Fingerprinting reviews requests for good cause exceptions from eligible people who require a fingerprint clearance card and who have been denied clearance by the Department of Public Safety. The Board also reviews requests for good cause exceptions from eligible personnel who have been denied approval by the Department of Public Safety and wish to work in a residential care facility, a nursing care institution or a home health agency.

Subprogram Goal Summary:

- Goal 1: To develop and implement fair standards, rules, policies and procedures for approving good cause exceptions.
- Goal 2: To provide applicants with timely decisions on their good cause exception appeals.

Subprogram Goals, Objectives and Performance Measures:

- ◆ GOAL I: TO DEVELOP AND IMPLEMENT FAIR STANDARDS, RULES, POLICIES, AND PROCEDURES FOR APPROVING GOOD CAUSE EXCEPTIONS.

Objective 1:

- Initiate the rule making process for the Board of Fingerprinting by July 30, 2003.
- Complete the rule making process by June 30, 2004.
- On an ongoing basis, continue to review existing rules for relevance, consistency and fairness.

<u>Type</u>	<u>Performance Measures</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>	<u>FY 2005 Expected</u>
Output	Docket re-filed	n/a	Yes	n/a	n/a
Efficiency	GRRC deadlines met	n/a	n/a	Yes	n/a
Output	Number of rules reviewed	n/a	n/a	n/a	All

Objective 2:

- At least quarterly, schedule open meetings with affected agencies and other interested parties to review and discuss proposed rules and policies.
- By June 30, 2004, regularly participate in user group meetings to ensure that Board policies, procedures and operations meet agency expectations and needs.
- On an ongoing basis, continue to meet with agencies and other interested parties regarding Board policies, procedures and actions.

<u>Type</u>	<u>Performance Measures</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>	<u>FY 2005 Expected</u>
Output	Number of meetings held	9	10	10	TBD
Output	Number of agencies, stakeholders attending meetings.	62	50	50+	50+

◆ GOAL II: TO PROVIDE APPLICANTS WITH TIMELY DECISIONS ON THEIR GOOD CAUSE EXCEPTION APPEALS.

Objective 1:

- By June 30, 2003, hold the average turn-around time from receipt of application to decision/hearing to 90 days for good cause exception decisions and 365 days for good cause exception hearings.
- By June 30, 2004, reduce the average turn-around time from receipt of application to decision/hearing to 25 days for good cause exception decisions and 60 days for good cause exception hearings.

- By June 30, 2005, reduce the average turn-around time from receipt of application to decision/hearing to 20 days for good cause exception decisions and 45 days for good cause exception hearings.

Type	Performance Measures	FY 2002 <u>Actual</u>	FY 2003 <u>Expected</u>	FY 2004 <u>Expected</u>	FY 2005 <u>Expected</u>
Input	Number of good cause exception requests	2104	1975	1975	TBD
Output	Number of good cause exception appeals decided/heard*	538 decided <u>243 heard</u> 580 Total	96 decided <u>144 heard</u> 240 Total	630 decided <u>900 heard</u> 1,530 Total	TBD
Efficiency	Days from receipt of application package to decision/hearing*	25 /decision 185 to hearing	90 /decision 365 to hearing	90 /decision 60 to hearing	20 /decision 45/hearing

* Decisions = Applicant not present; Hearings = Applicant present

Objective 2:

- On an ongoing basis, review the Board requirements of appellants who desire good cause exceptions to ensure that each continues to be reasonable, essential, and relevant for the Board decision-making process.

Type	Performance Measures	FY 2001 <u>Actual</u>	FY 2002 <u>Expected</u>	FY 2003 <u>Expected</u>	FY 2004 <u>Expected</u>
Output	Review performed	4	1	1	1
Benchmark	Compare with other States or comparable programs	0	AZ/Other states/prgms	AZ/Other states/prgms	AZ/Other states/prgms

Objective 3:

- By June 30, 2004, develop a restricted web site to enable the Board to review appeal information online.
- By June 30, 2005, complete the automation of the appeal process by connecting the restricted Board web site with the DPS ACCTRAK telephone system.

<u>FY 2001 Type</u>	<u>FY 2002 Performance Measures</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>	<u>FY 2005 Expected</u>
Output	Web Site developed	n/a	n/a	100%	n/a
Output	Web site connected to DPS ACCTRAK	n/a.	n/a	n/a.	100%
Outcome	Board appeal/completion turn-around targets met	No	yes/no	yes/no	yes/no

Objective 4:

- By June 30, 2003, successfully identify alternative sources to adequately fund Board operations to ensure due process for applicants and continuity of service.
- On an ongoing basis, continue to meet with legislators and others to discuss Board funding needs and potential resources.

<u>Type</u>	<u>Performance Measures</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Expected</u>	<u>FY 2004 Expected</u>	<u>FY 2005 Expected</u>
Outcome	Funding Source Identified	N/A	yes/no	yes/no	yes/no
Output	Meet with legislators and others	0	3	TBD	TBD

Resource Assumptions:

The Board was under funded in fiscal years 2000, 2001, and 2002. The Department of Public Safety provided the additional monies required for the Board's start up costs, needed personnel and basic day-to-day operating expenses in fiscal year 2000 and filled the funding gaps again in fiscal years 2001 and 2002. Nevertheless, at the present time, the Board has insufficient monies to fund staff through the end of FY 2003.

The Board was once again able to delay compliance with the State's Rulemaking procedures this year, but no more delays will be possible. The process is lengthy, costly and time-consuming, and the total cost is inestimable at this time.

The Board must become self-sufficient in personnel and funding in the future. The goals, objectives and performance targets identified in this plan are based on actual budget expectations for FY 2002, but are predicated on the Board obtaining full funding in future years.

Financial and FTE Position Information:

Source	(Thousands)		FY 2004 \$ Request	FY 2005 \$ Request
	FY 2002 \$ Actual	FY 2003 \$ Estimate		
General Fund (match)	61.9	65.0	0.0	0.0
Other Appropriated Funds Agency Fees	35.9	35.9	0.0	0.0
Other Non-Appropriated Funds (DPS)	77.7	0.0	0.0	0.0
Fee/Fine for Board operations	0.0	0.0	331.7	331.7
State Lottery	0.0	0.0	0.0	0.0
Liquor Tax	0.0	0.0	0.0	0.0
Foundation	0.0	0.0	0.0	0.0
Private Donations	0.0	0.0	0.0	0.0
Federal Funds Match (50%)	0.0	0.0	0.0	0.0
CAP	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total Funds	175.5	100.9	331.7	331.7
	FY 2002 <u>Actual</u>	FY 2003 <u>Estimated</u>	FY 2004 <u>Request</u>	FY 2005 <u>Authorized</u>
FTE Positions	3.0	2.0	5.0	5.0